

## ACADEMIC PROGRAM REVIEW

**University Policy No.:** AC1145  
**Classification:** Academic and Students  
**Approving Authority:** Senate  
**Effective Date:** January, 2015  
**Supersedes:** October, 2004  
**Last Editorial Change:**  
**Mandated Review:** January, 2021

### Associated Procedures

[Procedures for Academic Program Reviews](#)

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#### PURPOSE

1.00 The purpose of this policy is to:

- provide regular and systematic reviews of the operation and objectives of Academic Programs;
- foster ongoing improvement of the quality and effectiveness of programs and assess the relevance of programs in supporting the university's mission;
- maintain the standard of excellence; and
- provide internal and external accountability of Academic Programs.

#### DEFINITIONS

For the purposes of this policy:

- 2.00 **Academic Program** means the combined undergraduate and graduate educational program of a discipline and the associated scholarly and service activities of its Academic Unit(s). The latter includes contributions by any organized research centre(s) operating under the oversight of the Academic Unit(s).
- 3.00 **Academic Unit(s)** means all non-departmentalized faculties, academic departments, schools, interdisciplinary programs and divisions.
- 4.00 **Academic Program Review** is the administrative process established to provide systematic quantitative and qualitative review of the operation and objectives of academic programs and consisting of the following:
- a. self-study of the program by the Academic Unit;

- b. Institutional Planning & Analysis data on enrolment trends, student/faculty ratios, student engagement, and post-graduation employment and satisfaction
- c. a site visit and report by the Academic Program Review Committee;
- d. response from the Academic Unit;
- e. response from the Academic Unit head and Dean; and
- f. an action plan from the Academic Unit and progress report by the Dean on the implementation of the recommendations of the Academic Program Review Committee to be prepared within three months of receipt of the review report.

### **SCOPE**

- 5.00 This policy applies to all Academic Programs in Academic Units. In order to be separately reviewable under this policy, an Academic Unit must have tenured or tenure-track faculty members officially affiliated with the unit and must offer instruction leading to the award of an academic degree.

### **POLICY**

- 6.00 Academic Units will undergo an Academic Program Review every five to seven years or earlier if agreed to by the Dean and the Vice-President Academic and Provost.
- 7.00 At the discretion of the Vice-President Academic and Provost, the accreditation of professional school(s) or program(s) may be substituted for, or serve as a component of, an Academic Program Review.
- 8.00 Unless otherwise specified, the Academic Program Review will be comprehensive and focus on:
- a. effectiveness of the Academic Program in supporting the university's mission;
  - b. the quality of the learning environment for both undergraduate and graduate students;
  - c. quality of the Academic Program's teaching, creative activity and research within its disciplinary context;
  - d. adequacy and effective utilization of resources by the Academic Program; and
  - e. the Academic Program's service to the university and its relevant external communities and professions.

The Academic Program Review will also assess the Academic Program against other comparable peer programs as appropriate.

- 8.01 The detailed criteria for Academic Program Reviews will be listed in the Procedures for Academic Program Reviews.

### Academic Program Review Committee Composition

- 9.00 The membership of the Academic Program Review Committee composition and selection is set out in the Procedures for Academic Program Review.

### Reporting

- 10.00 The final report from the Academic Program Review Committee, action plan and progress reports from the Dean will be maintained by the Office of the Vice-President Academic and Provost for the purposes of long-term planning.
- 11.00 The Vice-President Academic and Provost will report annually to Senate Committee on Planning, Senate and the Board of Governors on the status of the Academic Program Reviews, recommendations and action plan prepared by the Office of the Vice-President Academic and Provost.
- 12.00 A summary of the Academic Program Review will be made publicly available subject to issues relating to the *University's Protection of Privacy Policy* (GV0235) and associated procedures.

## **AUTHORITIES AND OFFICERS**

- i) Approving Authority: Senate
- ii) Designated Executive Officer: Vice-President Academic and Provost
- iii) Procedural Authority: Vice-President Academic and Provost (in consultation with the Senate Committee on Planning)
- iv) Procedural Officer: Associate Vice-President Academic Planning

## **LEGISLATION**

*University Act*

## **RELATED POLICIES AND DOCUMENTS**

Procedures for Academic Program Reviews